

OPEN RECORDS REQUEST FORM

Pursuant to the open records law, I would (please check one) of the following City of th	like to:inspect and copy; orobtain copies of Hiram records:
(In order to reduce administrative and cop	bying charges, please provide as much of a detailed
description as possible on the records that	you are requesting.)
Please check one:	
business days of this request if the records	ne documents/receive the copies within three (3) s are available; however, I understand that if the records ess days, a timetable for their release will be provided
	ents/access within three (3) business days, but would es by(Insert desired timetable.)
fees for the cost to search, retrieve, copy a fee represents the hourly rate of the lowes training to respond to my request, with no respond to the request. The charge for cop	0-18-71, I may be charged administrative and copying and supervise access to the requested documents. This it paid full-time employee with the necessary skill and charge for the first fifteen minutes that it takes to pies is generally \$0.25 per page unless otherwise and/or administrative costs incurred with fulfilling
If there are any questions about my reques	st, I may be contacted at: ()(Daytime Phone Number)
Sincerely,	
Requestor	Date
(Printed Name)	Address